



OFFICE OF EMERGENCY MANAGEMENT ADMINISTRATIVE GUIDE



Table of Contents

KECT Purpose.....	3
Oversight	3
Organizational Structure	3
KECT Program Organization Chart.....	3
Position Roles and Responsibilities	3
KECT Team Member Requirements	5
Amateur Radio License	5
Amateur Radio Equipment	5
Participation	5
Reporting Volunteer Hours	6
KECT Clothing.....	6
Badge Policy.....	6
City Facility Access	6
KECT Activities	7
Monthly Team Meetings	7
Sunday Night Net Drill	7
Washington State 5 th Saturday Drill	7
CERT Training.....	7
Other Activities	7
Activation.....	8
Documentation.....	8
Communications.....	8
Website.....	8
Annex A: Kirkland Emergency Communications Team (KECT) Membership Process	9
Applying to KECT.....	9
KECT Membership Prerequisites	9



KECT Purpose

The Kirkland Emergency Communications Team (KECT) is a resource group for the City of Kirkland, under the direction of the Kirkland Office of Emergency Management (OEM), to leverage when routine daily communications are not available or as the Emergency Manager or their designee determines appropriate and necessary.

Oversight

The KECT program functions as part of the OEM directed by the Emergency Manager. KECT is registered as a Volunteer Emergency Worker program with the Washington State Emergency Management Division and must comply with all local, State, and Federal requirements and rules.

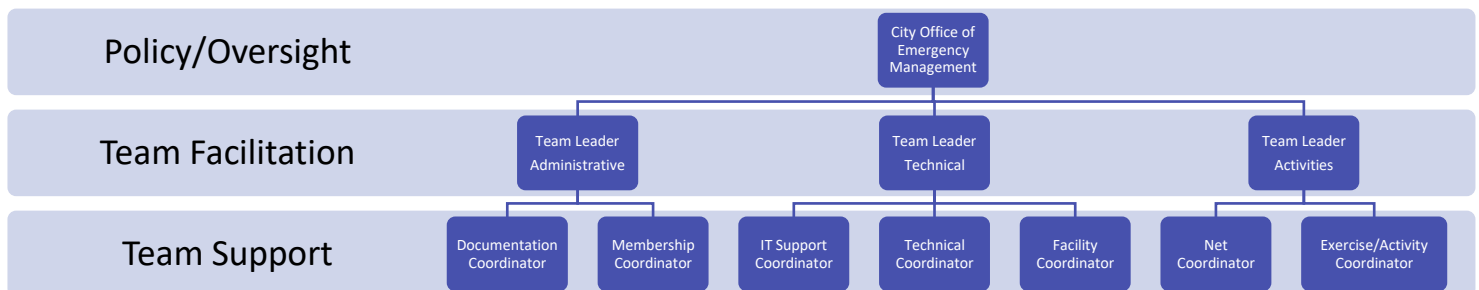
Organizational Structure

The KECT has various levels of participation and responsibility that support the overall program.

The OEM oversees all aspects of the KECT. The Emergency Manager will appoint three “Team Leaders” to assist the OEM in facilitation of and coordination of KECT members, equipment, and activities. To support the team concept, other positions have been identified to assist in defined areas of program coordination.

All positions are filled on a one year assignment, except for Team Leader which serves a two year assignment. Active members in good standing are eligible to express their interest in serving in a team facilitation or support position. In coordination with Team Leaders, the Emergency Manager will assign KECT members to positions, based on interest and skill sets. Ideally KECT members will only hold one position at a time; however circumstances, interest, and availability of members may necessitate multiple roles for periods of time.

KECT Program Organization Chart



Position Roles and Responsibilities

Note: Listed position time commitments are in addition to attendance at or participation in regularly scheduled KECT meetings and activities.

Team Leader

Reports To: City Emergency Manager

Duties: Provide guidance, coordination, and expertise to the team. Assist in planning and at times leading monthly team meetings, Sunday nets, 5th Saturday drills, and other events/activities as identified. Assists with team recruitment, reviews applications, and may meet with potential members. Team Leaders will be tasked



with an area of focus for team support. A team leader will also serve as the KECT representative to the City of Kirkland Citizen Corps Council (CCC).

Time Commitment: Attend at least 75% of monthly City Emergency Manager/Team Leader meetings per year. Participation in at least 75% of monthly team meetings per year. Participate in at least one Sunday Net per month (total of at least 12 per year) and two 5th Saturday drills per year. Attend the City of Kirkland CCC quarterly meeting; this duty can be shared between team leaders. Be willing to support other activities, recruitment, or special events as able.

Facility Coordinator

Reports To: KECT Team Leader Technical or City Emergency Manager depending on topic

Duties: Monitor the radio equipment/capability at a designated site by performing operational checks, inventory, troubleshooting, and serving as the facility POC for KECT members assigned to that location.

Time Commitment: Varies depending on facility need. At a minimum this position may require at least 1 hour per month.

Information Technology (IT) Coordinator

Reports To: KECT Team Leader Technical or City Emergency Manager depending on topic.

Duties: Support sustainment of KECT IT related hardware, software, and technology.

Time Commitment: Varies depending on system support needs. Perform computer operational readiness checks at least once per quarter; and/or coordinate operational readiness checks to be accomplished by other team members during trainings or drills.

Technical Radio Equipment Coordinator

Reports To: KECT Team Leader Technical or City Emergency Manager depending on topic.

Duties: Provide maintenance on, repairs to, and installation of City owned radio equipment. Document proposals and/or justification for procurement of replacement or additional equipment.

Time Commitment: Varies depending on system status.

Documentation Coordinator

Reports To: KECT Team Leader Administrative

Duties: Support team goals and compliance through maintenance of required documentation, including, but not limited to, facilitating updates to the team roster, recording participation, and delivering monthly activity reports to the City Emergency Manager. Take or arrange to have someone take notes at monthly team meetings for drafting of minutes. Coordinate with and support other positions to document processes in place for their area of responsibility.

Time Commitment: Varies depending on team document status and activities. At a minimum this position may require at least 1 hour per month.

Membership Coordinator

Reports To: KECT Team Leader Administrative



Duties: Coordinate recruitment and the application to membership process of new KECT participants. Work with the Team Leader(s) to interview and onboard new members. Identify and support recruitment opportunities, such as community events or markets.

Time Commitment: Varies depending on level of recruitment and number of applicants. At a minimum this position may require 1-2 hours per month.

Net Coordinator

Reports To: KECT Team Leader Activities

Duties: Coordinate and schedule Sunday Net Drill net controllers. Coordinate with Documentation Coordinator for retention and reporting of participation.

Time Commitment: Varies depending on drill participation. At a minimum this position may require 1-2 hours per quarter.

Exercise/Activity Coordinator

Reports To: KECT Team Leader Activities

Duties: Coordinate participation in exercises and activities for KECT members. This may include but is not limited to identifying opportunities such as community markets, exercises, and training courses. The coordinator will confirm an activity or exercise lead has been selected, which may or may not be them. The lead will coordinate planning, facilitation, and confirm completion of appropriate documentation related to the exercise or activity. Coordinate with Documentation Coordinator for retention and reporting.

Time Commitment: Varies depending on number and type of exercises or activities identified. At a minimum this position may require 1-2 hours per month, however, it may be more if the Coordinator is also the lead for an activity or exercise.

KECT Team Member Requirements

Amateur Radio License

KECT members must hold, at a minimum, an active Amateur Radio Technician license.

Amateur Radio Equipment

KECT members are expected to own or have personal access to a handheld radio with minimum capability of dual band 420-450 MHz and 144-148 MHz.

Participation

KECT members must attend at least 6 monthly team meetings and participate in at least 15 Sunday Nets across at least 9 months and participate in one additional activity per calendar year to maintain active status in KECT. New members will have requirements adjusted, as appropriate, to the month they join.

Failure to meet the participation requirements will move the member to a pending status. The member will be provided a 6-month period in which to demonstrate participation and commitment to the team. Upon successful participation over 6 months, the members status will be returned to active. If the participation requirements are not met within the 6-month period, the member will be removed as a KECT volunteer with the City.



The Emergency Manager maintains the option to adjust or provide exceptions to these requirements based on individual situations.

City Employees participating with KECT is at the discretion and direction of the Emergency Manager.

Reporting Volunteer Hours

OEM will be responsible for reporting KECT member volunteer hours to the City Volunteer Coordinator and Washington State EMD based on documentation provided by the Documentation Coordinator and KECT participants.

KECT members who participate in activities with a sign in/sign out sheet (monthly meetings, exercises, and trainings) will automatically have their hours recorded with the City if they sign in and out on the sheet. Sunday Net drill participation will be included based on the net controller's report of participation. If a KECT member attempts to participate in a Sunday Net drill and is not able to achieve an adequate connection to net control to report in, they are to submit hours via the [KECT Volunteer Hours Reporting webform](#) within one week.

KECT members who participate in activities without a sign in/sign out sheet, such as performing tasks related to their Team Support or Team Facilitation position, complete the [KECT Volunteer Hours Reporting webform](#) within one week of the activity.

The webform can be easily accessed by visiting www.kirklandwa.gov/kect and then clicking 'Report KECT Volunteer hours Here'.

KECT Clothing

After nine months of active participation KECT members may be issued clothing that identifies them as a KECT member. Clothing items remain the property of the City and must be returned upon separation from the City. KECT members are encouraged to wear identifying KECT clothing during KECT activities. Members who wear KECT clothing outside of KECT activities should be mindful of public perception related to the location and type of establishment visited. KECT members are expected to behave professionally while representing KECT and the City.

Badge Policy

KECT members will be issued a personalized City of Kirkland Volunteer ID Badge with their name and photo when they successfully complete the membership onboarding process. City Administrative Policy 4-41 requires volunteers to always wear their City-issued ID badge in a visible manner while in City buildings.

ID badges remain the property of the City and must be returned to OEM upon separation from the City.

City Facility Access

KECT City Volunteer Badges will only allow access to the assigned location for KECT sponsored activities and exercises. To access alternate locations for City hosted activities on site City staff will provide entry upon presenting a KECT City Volunteer ID badge.

City facility access to the Parks or Public Works Maintenance Centers, City Hall, including the Emergency Operations Center (EOC), an alternate location from assignment, or in addition to KECT scheduled activities must be coordinated in advance with the OEM.



KECT members will not allow non-KECT members access to a City facility without the direct permission of the OEM.

KECT members will not access the Kirkland Justice Center (KJC) without permission and coordination by the Emergency Manager.

Access to City facilities is granted to membership on a tiered basis:

Tier 1 – New volunteers, ID badge only. No after-hours City facility access, except for scheduled KECT activities.

Tier 2 – Volunteers with active status for 6 months or more. Access to assigned location based on residential proximity.

Tier 3 – Team Leaders have access to facilities as provided by the Emergency Manager.

KECT Activities

Monthly Team Meetings

Team meetings occur the 3rd Wednesday of each month from 1830 – 1930. The primary location for KECT Monthly Meetings is Kirkland Fire Station 22, but alternate facilities may be used as needed. These meetings are intended to be a time to provide program updates and engage KECT members, but most importantly to offer training on a variety of radio/incident response/communications topics.

Sunday Night Net Drill

Net drills occur every Sunday evening. Drills are facilitated by active KECT volunteers and intended to provide an opportunity for routine radio practice for KECT members. The first Sunday of each month the drill will occur at City fire stations using the radio base units. All other weeks the drill will occur remotely. Approval may be requested from the EM, at least 48 hours prior to the drill, to facilitate the drill from a fire station for KECT members serving as net control that find it challenging to receive and transmit effectively from their residence.

Washington State 5th Saturday Drill

This quarterly drill is scheduled and hosted by the Washington State Emergency Management Division (EMD). KECT will participate in a way that benefits the City and is consistent with City emergency plans and actions. The EOC will serve as the primary location for the drill, with the inclusion of other sites as designated.

CERT Training

The City facilitates Community Emergency Response Team (CERT) training and provides the opportunity for KECT members to support communications during the final drill of the training. The drills typically occur on Saturday mornings in the Spring and Fall of each year.

Other Activities

The City supports KECT involvement in other community events, markets, and trainings. As these opportunities are identified, information will be provided to team members. This may include hosting communications or radio-specific training.



Activation

The KECT is activated at the direction of the City Emergency Manager or their designee when a situational assessment has determined communications support is required/desired. KECT participants are NOT, for any reason, to self-deploy to a City facility during an emergency or disaster. KECT volunteers must be requested to mobilize by the City based on the safety and resource needs of a situation. **This does not stop individual community members from initiating personal amateur radio communications between each other.**

Activation will occur either by a radio call out, if routine communications are not available, or by phone, text, or email if communication systems are available.

KECT members may be notified by the City Emergency Manager if a mutual aid or out of city deployment request has been received. Responding to this request would be as a State Emergency Worker through the requesting agency and not considered a KECT activity.

Documentation

All KECT program documentation is stored, retained, and archived by the City of Kirkland through the OEM. OEM staff will work directly with Team Leaders and Coordinators to facilitate access, storage, and retention of documents in compliance with City public records requirements.

Most KECT documents will be available on the City OEM KECT webpage. Documents with personal team member information will be provided directly to active team members at monthly meetings and will not be posted online.

Communications

All official City KECT communications will be distributed and coordinated by OEM. This includes but is not limited to meeting notices and minutes, distribution of the team roster, call outs, request for participation, or any other official City business. If leaders or coordinators need a message sent to KECT members they should provide OEM the content of the message and it will be disseminated to the KECT member list as appropriate.

This does not prohibit team participants from having discussions among themselves through other communication methods; however, such communications will not be considered part of City KECT communications.

Website

OEM will host a KECT page on the City website (www.kirklandwa.gov/kect). This page will provide basic information about the team, a calendar of events, resource documents, the KECT volunteer hours reporting webform, and other information as identified by the Team Leaders and the OEM.



Annex A: Kirkland Emergency Communications Team (KECT) Membership Process

Persons interested in joining KECT are encouraged to attend KECT membership meetings and, if they hold an active FCC Amateur Radio License, check in to the KECT Sunday Night Net as a visitor.

Applying to KECT

Application to become a KECT member is made by:

1. Attending at least one monthly KECT meeting to meet other members and discuss interest with KECT leadership; then
2. Sending an email to KirklandEM@kirklandwa.gov requesting KECT membership. Attachments to this email should include (if they were not already delivered to the KECT Membership Coordinator at the KECT meeting):
 - The applicant's completed copy of the KECT Membership Application Form
 - Copies of IS-100 and IS-700 course completion certificates
 - Copy of the applicant's FCC Amateur Radio License
3. The KECT Membership Coordinator will schedule an interview with the applicant to learn more about them and determine if the applicant is a good fit for KECT.
 - At this interview the applicant will complete the Emergency Worker Form and return it to the KECT Membership Coordinator
4. The Emergency Manager or their designee will arrange to have the applicant meet with the City Volunteer Coordinator to complete the City's volunteer onboarding process, including passing a national background check.
5. After the volunteer onboarding process is complete, the applicant will be issued an ID badge and accepted as a Tier 1 KECT volunteer.

KECT Membership Prerequisites

Before applying to be a member of KECT, applicants must:

- Hold an active FCC Amateur Radio License. Licensing information can be found at www.arrl.org/licensing-education-training.
- Complete IS-100: Introduction to the Incident Command System. The class and exam can be found at training.fema.gov/is/courseoverview.aspx?code=IS-100.c
- Complete IS-700: An Introduction to the National Incident Management System. The class and exam can be found at training.fema.gov/is/courseoverview.aspx?code=IS-700.b

